

SECTION: ADMINISTRATIVE POLICIES AND PRACTICES

SUBJECT: Local Agency Staff Requirements

ITEM: Dietetic Technician, Registered (DTR): Requirements and Responsibilities

Purpose

To define the role and responsibilities for Dietetic Technician, Registered (DTR) in WIC in the WIC program.

Policy

The Dietetic Technician, Registered (DTR) has a minimum of an associate's degree in a nutrition-related field. A DTR shall complete WNA certification to perform the tasks described in this policy, although expediting the certification process is allowable. The DTR shall work under the supervision of an RD.

Authority

7 CFR 246.2, and 7 CFR 246.6 (b) (2)
California Business and Professional Code Section 2585-2586

Requirements

- I. Staff that is eligible for registration by the Commission on Dietetic Registration (CDR) in the DTR designation are included in the California Business and Professional Code Section 2585-2586. DTR staff with a minimum of an associates degree and documented eligibility to take the DTR registration examination and who have completed WNA certification may provide services to participants for six months from the date that he or she completes the supervised practice program.

- II. If a staff person eligible to become a DTR does not pass the registration examination within six months of completion of the supervised practice program, but they remain eligible to test with the CDR, the Local Agency (LA) may use their own discretion on whether the staff person continues employment at the DTR pay scale until the examination is passed. However, the State Agency (SA) recognizes that a staff person that does not pass the DTR examination within the first six months as a WIC Nutrition Assistant (WNA) may only provide services within a WNA's scope of practice.
- III. A DTR shall possess and maintain the DTR credential or the right to use the term "dietetic technician, registered" as approved by the Commission on Dietetic Registration (CDR) of the American Dietetic Association (ADA). A DTR shall complete the number of continuing education units required to maintain their profession registration with the ADA.
- IV. Upon request, a LA shall provide the SA with the WNA certification form and one of the following as verification of an employee's DTR qualifications:
 - A. a copy of current Commission on Dietetic Registration (CDR) certification card;
 - B. verification statement form the accredited Dietetic Technician program (if she or he has not yet passed the CDR examination); or
 - C. other document of certification from the ADA.
- V. If a DTR has previous WIC experience, the LA shall request and retain copies of these forms and documents from the previous agency or from the employee.
- VI. The LA shall retain the verification forms and documents for a minimum of three years following the termination of an employee.

Responsibilities

The DTR may provide:

- I. Services to participants with any nutrition need.